Safety Topic of the Month:

Reporting Emergencies

Richmond Refinery
July 2007

Objectives

- State the goal of Emergency Reporting

- Define Emergency

- Describe the scope of Emergency Reporting

- Show how to report emergencies

- Describe action Do's and Don'ts while at the scene of an emergency

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Goal of Emergency Reporting

To summon and provide the highest level of emergency services available

It's about protecting **people**, the environment and property

How are we going to do this?

By using a common process to summon help and by staying within our Level of Training

What do we need to know?

- What is an Emergency?

- Who and what is involved – the *scope* of the process?

- What to do when an emergency occurs?

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What exactly is an emergency?

The Merriam-Webster definition:

emer·gen·cy
Pronunciation: i-'m&r-j&nt-sE
Function: *noun*
Inflected Form(s): *plural* **-cies**
Usage: *often attributive*

1 : an unforeseen combination of circumstances or the resulting state that calls for immediate action
2 : an urgent need for assistance or relief [*the governor declared a state of emergency after the flood*]

Who Must Report Emergencies?

Scope: Who and what does this apply to?

- Everyone

  - Your personal safety comes FIRST! Then...

  - If you are aware of an Emergency you must report it!

- Reporting applies to:

  - All Chevron employees

  - All contract and subcontract employees

- It's not about blame – it's about doing the right thing!

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How to Report an Emergency?

■ Make sure you are in a safe location, then…

■ Activate Emergency Services

- Refinery Radio

  ▶ Channel A-1

    or

  ▶ Orange button

- Refinery Telephone: **555**

- Cell Phone: **510-242-5555**

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How to Report an Emergency?

- **Using a refinery radio, telephone or any cell phone give the following information:**

  ▶ The nature of the incident (fire, medical emergency, etc.).

  ▶ The exact location of the incident.

  ▶ Equipment involved.

  ▶ Hazardous materials involved.

  ▶ Estimated quantity of hazardous materials involved (if known).

  ▶ Potential hazards due to release or threatened release (if known).

  ▶ Your name and phone number.

  ▶ STAY ON THE LINE until the dispatcher has made the report on the radio and the emergency responders have arrived.

Source: RI-400, Emergency Response Plans

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Emergencies: You've called for Help, Now What?

Types of emergencies you may encounter:

- Medical Emergencies of all types

- Fires

- Release of Hazardous Materials

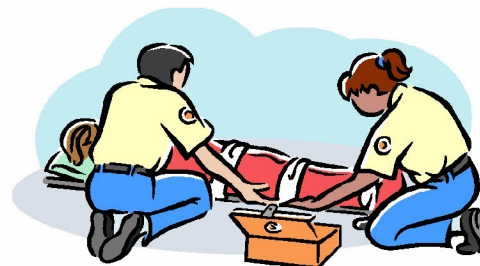- Security Incidents

- Other emergencies

An emergency has occurred, now what do I do?

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Medical Emergencies

<u>Do</u>:

- Immediately call for help

- Use available safety equipment

  - Safety Showers

  - Eyewash Stations

- Comfort and reassure the patient

<u>Do Not</u>:

- Minimize the extent of the injury or illness

- Transport an injured or ill person prior to medical evaluation or approval by refinery EMT's

- Give medical treatment if you have not been trained to do so

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Fires

Do:

- Get to a safe location

- Call for help immediately

- Act within your Level of Training

Do Not:

- Put your life at risk to save an asset

- Underestimate small fires

- Minimize the risk to your safety

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Hazardous Materials Releases

Do:

- Get upwind/crosswind, uphill or upstream

- Call for help immediately

- Act within your Level of Training

- Believe warning devices

  - Personal H2S monitors

  - In-plant detectors

  - Hand-held detection devices

Do Not:

- Put your life at risk to save an asset

- Minimize a Haz-Mat release situation

- Respond without proper PPE

Anhydrous Ammonia Pipeline Leak

Security Incidents

<u>Do</u>:

- Call for help immediately

- Observe and report from a safe distance

- Report any verbal or physical threats

- Be suspicious of unusual situations or individuals

- Call when you are unsure

<u>Do Not</u>:

- Make direct contact with suspicious persons

- Minimize verbal or physical threats

- Underestimate a suspicious situation or individual

Other Emergencies

There are other emergencies that can occur:

- Oil Spills

- Motor vehicle crashes

- Confined space emergencies

- Electrical lines down

- Railroad emergencies

All emergencies require two things from **you**:

1. For you to think of your own safety FIRST

2. To report the emergency immediately

Summary

- Emergency reporting is about protecting people, the environment and property

- An emergency calls for immediate action **after** you have accounted for your safety

- All refinery personnel, both company and contract, are responsible for reporting emergencies

- There are several ways of activating emergency services

- You must think of your safety FIRST at the scene of an emergency